

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[City/County Waste Management Department]  
[Department Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request a pickup for yard waste from my property located at [Your Address].

Due to recent landscaping activities, I have gathered a significant amount of yard waste, including [briefly describe the types of yard waste, e.g., branches, leaves, grass clippings]. I would appreciate it if you could schedule a pickup at your earliest convenience.

Please let me know if there are any specific requirements or forms I need to complete for this request. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,  
[Your Name]